

Public Facilities Application Basics



12/11/2018

CDBG Field Services Representatives

Public Facilities Projects



Meeting the needs of low and moderate income people in the community, using bricks & mortar, concrete & paving and piping and plumbing.

ELIGIBLE ACTIVITIES

□ Water & Sewer



Public Facilities Application Basics

ELIGIBLE ACTIVITIES

▣ Streets & Drainage



Public Facilities Application Basics

ELIGIBLE ACTIVITIES

▣ Boys & Girls Club



ELIGIBLE ACTIVITIES

□ Senior Centers



Public Facilities Application Basics

ELIGIBLE ACTIVITIES

□ Head Start Program Facilities



Public Facilities Application Basics

ELIGIBLE ACTIVITIES



- ❑ Health Care Facilities
- ❑ Battered Women's Shelters
- ❑ Mental/Physical Health Departments
- ❑ Acquisition for Public Facilities

PROHIBITED!!

- “...the renovation or construction of new space where the primary purpose is the provision of general purpose local government”



COMMUNITY NEED



- The Community must decide what are the most severe needs for their particular community!
- City Council or County Commission will decide which project to pursue.

Identify Key Players

Once a project has been identified, pull together the key players – quickly!

- Grant writer
- Administrator (may also be your Grant Writer)
- Architect / Engineer

FIRST, DECIDE...

How will Administration & Architect/Engineer fees be paid?

- ☐ Local Funds?
- ☐ CDBG Funds?



Procurement - CDBG Funds



- Professional Procurement requirements apply whether the services are funded with CDBG or local dollars.
- See Kathleen Vaughn's Procurement presentation Wednesday afternoon for more information.

Determine The Budget

- ❑ Figure out what the project is going to cost.
- ❑ Line items:
 - ❑ Administration fee
 - ❑ Architect/Engineering fee
 - ❑ Construction estimate
 - ❑ Acquisition

Sample Budget – CDBG Funds



- Acquisition: \$5,000
- Administration (6%): \$45,000
- Engineering / Architect (12% / 10%): \$75,000
- Construction: \$625,000
- Total: \$750,000 CDBG

Budget - Revenue

- ▣ Sources of income:
 - ▣ CDBG Grant – Up to \$750,000
 - ▣ Matching funds – 5% of Grant amount above \$300,000, up to \$22,500
 - ▣ Local Leverage funds - ?
 - ▣ Other Funding Agencies (USDA, etc...)

Cash Match

- ❑ Must be Cash!
- ❑ Calculate at 5% of Grant Amount above \$300,000.
- ❑ A \$500,000 Grant will have a \$10,000 Cash Match requirement. A \$750,000 Grant will have a \$22,500 Cash Match.



Leverage = Bonus Points!



- ❑ Additional funds, land and NEW materials above the required Cash Match are counted.
- ❑ Operating budgets & salaries, already owned furnishings & equipment DO NOT count.
- ❑ Leverage will be monitored – must be realistic and achievable, or penalties may apply.

Construction Costs



- Your Architect or Engineer will give you the construction cost estimates.
- The Preliminary Architectural/ Engineering Report is vital to the success of your application. More on this later.

Determine Size of Project

- ❑ Will your budget cover the cost of the project?
- ❑ Do you need to scale back, or can you increase the scope of the project (# of streets, size of building, etc...)
- ❑ Finalize your project.

Determine the Beneficiaries

- ❑ For Infrastructure – survey as Area Benefit.
- ❑ Conduct door-to-door survey to count the number of people benefiting, and their low-mod status.
- ❑ 90% or more of households must be surveyed, or conduct a statistically valid random sample. **See New Policies.**
- ❑ Vacant units are not households, cannot be surveyed.

DCA-6 Form

DCA Applicant Form 6

Georgia Department of Community Affairs CDBG Program Low and Moderate Income and Civil Rights Benefit Calculation					Applicant: <u>City of</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment, dated: _____		
1	2	3	4	5	6	7	8
CDBG Activity Number	Total Number of Persons the Activity will serve	Total Number of Minorities the Activity will serve	Total Number of Non-Minorities the Activity will serve	Number of Low and Moderate Income Persons the Activity will serve	Percent of Persons Who have Low and Moderate Incomes	Amount of CDBG Funds requested for the Activity	Amount of CDBG Funds to benefit Low and Moderate Income Persons
P-03j-01			0		0.00%		\$0.00
Water Improvements	95	71	24	90	94.74%	\$336,650.00	\$318,931.58
			0		0.00%		\$0.00
P-03j-02			0		0.00%		\$0.00
Sewer Improvements	95	71	24	90	94.74%	\$338,350.00	\$320,542.11
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
Describe Methodology. (See Instruction for Required Information. Attach Additional Sheets if needed, and a copy of the Survey Form if one is used.)					9 TOTAL BENEFIT	\$675,000.00	\$639,473.68
The City of _____ conducted the LMI surveys during the months of July 2016 - March 2017. The surveys were done during the day, evenings and by telephone when persons could not be found at home. The Target Area has 50 homes of which 39 are occupied and 11 are vacant. A 100% Survey was completed by the City. See a copy of the income survey sheet and the Grand Total Survey tally sheet attached to DCA 6. The total low-moderate income benefit for the project is 95%.					Sum of Column 8		
					Sum of Column 7	X 100 = 94.74%	
THE FOLLOWING DATA WAS COMPILED FROM THE ACTUAL SURVEY:							
43 Persons were 30% of Median Income		23 Female Head of HH (23.2%)		No Hispanic Persons (0%)			
31 Persons were Very Low Income		11 Elderly Persons (11.6%)					
16 Persons were Low-Income		12 Disabled Persons (12.6%)					

DCA-6 Survey Table

- Include a Survey Summary (by street) Table

GRAND TOTALS

PROJECT NAME: Water/Sewer Improvements																														
UPDATED:				DATA INPUT BY:				MB				SURVEYED BY:										CHECKED BY:								
LOW TO MODERATE INCOME SURVEY TALLY SHEET																														
STREET/ APT/ ROUTE SUBTOTALS	# of HH	HH SRVYD	NOT HOM E	VAC	30% OM Persons	VLI Persons	LI Persons	Total Persons LMI	NON L/M Persons	LMI HH	NON LMI HH	A s i a n	A B i a n	A s i a n I n d i a n	A s i a n I n d i a n	B l a c k	B l a c k	A m e r i c a n	A m e r i c a n	A m e r i c a n	A m e r i c a n	A m e r i c a n	A m e r i c a n	A m e r i c a n	A m e r i c a n	A m e r i c a n	A m e r i c a n	A m e r i c a n		
Oak Street Subtotal	1	1	0	0	0	2	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pine Drive Subtotal	1	1	0	0	0	2	0	2	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Cherry Street Subtotal	30	24	0	6	21	18	13	52	5	22	2	0	0	0	0	52	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MLK Avenue Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S 13th Street Subtotal W	16	13	0	3	22	9	3	34	0	13	0	0	0	0	0	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maple Street Subtotal	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTALS	50	39	0	11	43	31	16	90	5	37	2	0	0	0	0	71	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Minority		71		95		Total Hispanic		0																						

TOTAL HOUSES:	50	TOTAL PERSONS:	95
TOTAL VACANT:	11	OVERALL % LOW/MOD:	95% <i>Must be 71% or higher</i>
TOTAL OCCUPIED:	39	PERCENT SURVEYED:	100% <i>Percent Surveyed must equal or exceed 90% of Occupied Total Houses.</i>
TOTAL HH SURVEYED:	39	TOTAL LOW/MOD PERSONS:	90

Totals in box above are calculated off of the grand total sums. Always check formulas.

Racial Breakdown	A	AB	API	AW	B	BW	NA	NAB	NAW	PI	W	O	BH	WH	FHH	Elderly	Disabled
Percent of Total =	0%	0%	0.0%	0.1%	34.7%	0.0%	0.0%	0.0%	0.0%	0.0%	25.3%	0.0%	0.0%	0.0%	24.2%	11.6%	17.6%

DCA-6 Survey Table, continued

PROJECT NAME: Water/Sewer Improvements											
UPDATED:			DATA INPUT BY:			MB					
LOW TO MODERATE											
STREET/ APT/ ROUTE SUBTOTALS	# of HH	HH SRVYD	NOT HOM E	VAC	30% OM Persons	VLI Persons	LI Persons	Total Persons LMI	NON L/M Persons	LMI HH	NON LMI HH
Oak Street Subtotal	1	1	0	0	0	2	0	2	0	1	0
Pine Drive Subtotal	1	1	0	0	0	2	0	2	0	1	0
Cherry Street Subtotal	30	24	0	6	21	18	13	52	5	22	2
MLK Avenue Subtotal	0	0	0	0	0	0	0	0	0	0	0
S 13th Street Subtotal W	16	13	0	3	22	9	3	34	0	13	0
Maple Street Subtotal	2	0	0	2	0	0	0	0	0	0	0
GRAND TOTALS	50	39	0	11	43	31	16	90	5	37	2
		50			90			95		39	

TOTAL HOUSES:	50	TOTAL PERSONS:	95
TOTAL VACANT:	11	OVERALL % LOW/MOD:	95% Must be
TOTAL OCCUPIED:	39	PERCENT SURVEYED:	100% Percent
TOTAL HH SURVEYED:	39	TOTAL LOW/MOD PERSONS:	90
Totals in box above are calculated off of the grand total sums. Always check formulas.			

Determine the Beneficiaries

- ❑ For a Building – survey using Limited Clientele benefit.
- ❑ Seniors at a Senior Center are categorically low-mod.
- ❑ Nursing home residents are NOT categorically low-mod.
- ❑ Who is going to use the building? Survey the user groups.

Determine the Beneficiaries



- ❑ If your low-mod percentage of residents is not at least 70%, STOP! Going any further is a waste of time!
- ❑ Can you reconfigure the project area to get above the 70% threshold?

Tell the Story – Sell the Story

- DCA-3 Description of Jurisdiction & Target Area Needs
- We anticipate 2 to 3 pages of text
- Think of a funnel

Overall Community Development Needs Described

Alternate Target Areas, Concentration Maps

Rationale for Target Area Selection

Target Area Needs, Plans

Project

(Project discussed in DCA-4)

DCA-3

- Overall Community Development Needs
 - Analysis of community development needs at the jurisdiction level
- Alternate Target Areas, Concentration Maps
 - Alternative Areas considered, discussed
 - Explanation needed if Target Area not in one of the Concentration Areas

DCA-3

- Rationale for Target Area Selection
 - Explanation of how Target Area was selected in relation to jurisdiction's community development needs
 - Is there a “method to the madness” in selecting projects? Hierarchy of needs?
 - Band-Aid here, Band-Aid there?
 - Close-out question:
 - Bad: What do we want to apply for next?
 - Good: What does our plan say we apply for next?

DCA-3

- Target Area's community development needs
- Plans/strategies to address those needs
 - Excerpts from Comp Plan
 - Do not put entire Comp Plan in DCA-3
 - Other Plans
- Efforts applicant has made or will make to address identified needs

Tell the Story – Sell the Story

- ❑ DCA-4 Description of Needs to be Addressed in the Target Area
- ❑ Describe the problem and how it affects the PEOPLE.
- ❑ Keep the focus on the needs of the residents.



Public Facilities Application Basics

Tell the Story – Sell the Story

State how the identified need impacts LMI persons

- If a community has cracked sewer lines, and the treatment plant is over capacity due to infiltration, how does this affect the residents? CDBG grants are to solve people problems, not municipal problems.

Tell the Story – Sell the Story

Quantify your need
to the greatest extent possible

“There are 46 households in the target area who are not served by City sewer and whose septic tanks are malfunctioning because of poor soil conditions and small lot sizes”

Tell the Story – Sell the Story



“According to the local Health Department the coliform counts in these wells has measured X which is a definite indication of contamination.”

Tell the Story – Sell the Story

“...the average income of these households is X and the high cost of drilling a deep well precludes these people from correcting the problem themselves. In addition, the lot sizes are so small that even if there were funds available to replace the septic tanks, they would not work anyway.”

Tell the Story – Sell the Story

ALWAYS DOCUMENT YOUR NEED

- Letters from residents (Place in Appendix B)
 - **Form letters or pre-typed letters not best practice.**
 - Include name and street address
- Third Party Letters (Place in Appendix C)
 - Letter from the Fire Chief
 - Letter from the Health Dept.
 - Mental Health Directors
 - AAA Directors
 - Building Inspectors
- Know the difference between letters of documentation and letters of support

Tell the Story – Sell the Story

- ▣ Photos (Place behind DCA-4)
 - ▣ Quality photos are your best seller!
 - ▣ Identify location of photos (address, map)
- ▣ Supplemental Documentation (Place in Appendix C)
 - ▣ News Reports
 - ▣ Reports and/or Consent orders from EPD
- ▣ **NOTE: Make sure the documentation is relevant to the project!**

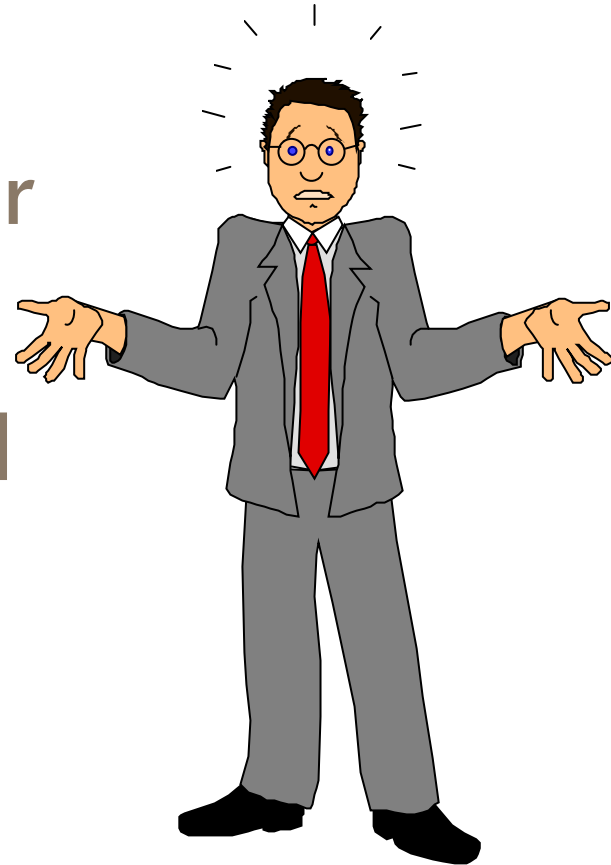
Tell the Story – Sell the Story

□ Keep the
focus on
people



Tell the Story – Sell the Story

- Make sure that your project proposal addresses the need identified!



Tell the Story – Sell the Story

- If the main problem is low water pressure, but resident letters also complain about quality, does the solution cover both problems?



Tell the Story – Sell the Story



- Avoid political pitfalls!
- If the project overlaps jurisdictions, all sides must agree in writing to the application.

Your Action Plan – DCA-5



- DCA-5 Description of Activities
- Project Overview
- A detailed description of each activity

DCA-5 — Be sure to cover:

- ACQUISITION
- PERMITS
- TAP-ONS AND TAP-ON FEES
- UTILITY RELOCATION
- MAINTENANCE AND/OR OPERATION
- CAPACITY
- SITE
- IMPLEMENTATION SCHEDULE
- SECTION 3
- Affirmatively Furthering Fair Housing

DCA-5 – Be sure to cover:

- ❑ Need for household plumbing
- ❑ Abandonment of well and/or septic tanks
- ❑ Design configuration must make sense
- ❑ Drainage projects - downstream discharge area has sufficient capacity

DCA-5

- Identify design standards and justify their usage.
25 YEARS IS THE NORM. YOU MUST THOROUGHLY JUSTIFY ANYTHING ELSE!
- Try to avoid low density population target areas.
- Problems created by developers will not be viewed as a high severity of need.

DCA-5

- Average Cost per person for different activities from 2018 applications
 - Water - \$2,800
 - Sewer - \$4,500
 - Water & Sewer - \$2,500
 - Streets & Drainage - \$8,000
 - Multi-Infrastructure - \$6,500
 - Buildings - \$8,350

DCA-5 – Project Impact



- The impact the project will have on the problem.
- Most importantly, the impact the project will have on the lives of the residents.

Financial Statements



- Document your sources for cash match and leverage with signed, original commitment letters.
- For a new program, document sources of operational funding (staff salaries, equipment, etc.) **LIKE A BUSINESS PLAN**

PRELIMINARY ENGINEERING REPORT

- Amount of detail depends on complexity
- Professional cost estimates required
- Design Standard (25 year storm)
- Unusual site conditions / higher costs
- Preliminary Hydrologic/Hydraulic Calculations
 - Scores will be reduced if calculations not provided.
- Existing and Proposed Conditions maps

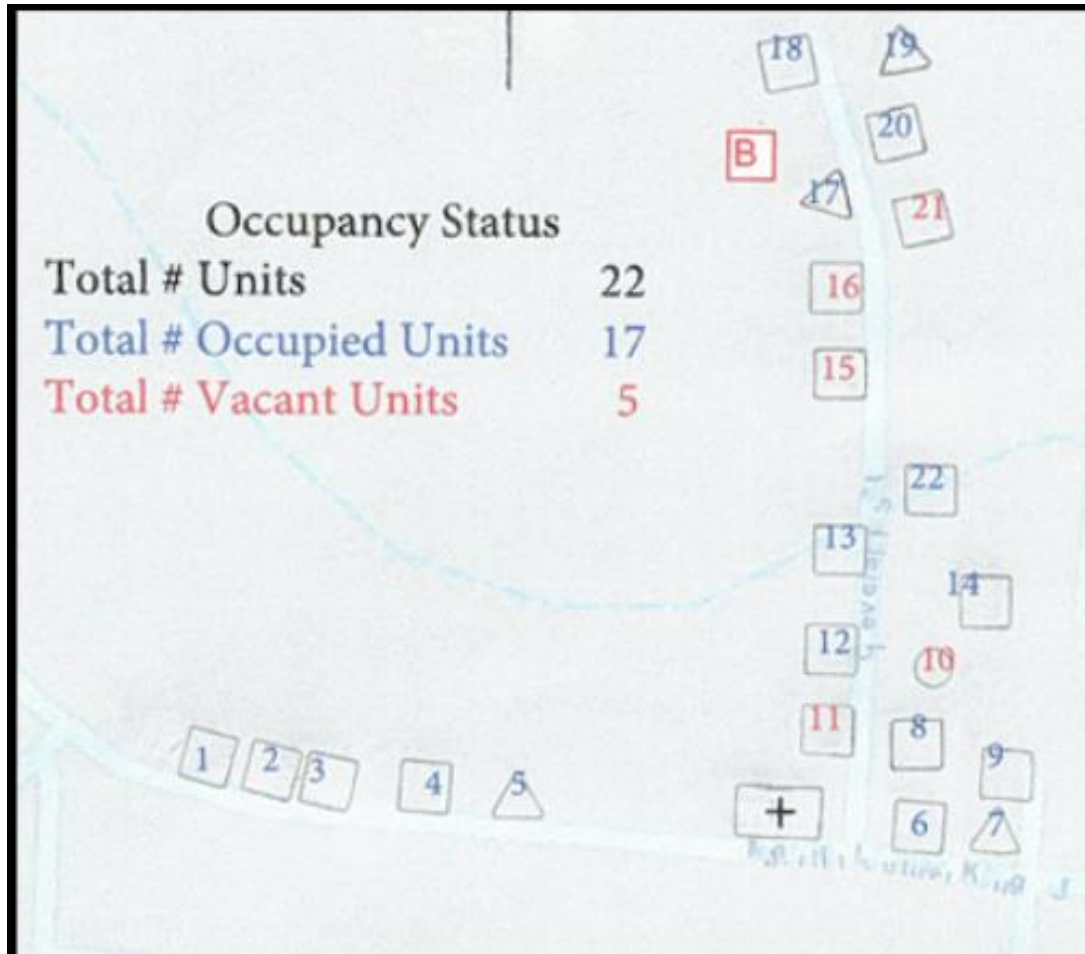
PRELIMINARY ENGINEERING REPORT

- ❑ Engineer/Architect signature and stamp required.
- ❑ Does Eng. Report agree with rest of application?
- ❑ Viable alternatives - “No alternative” is not a good answer. Go into more detail.
- ❑ Alternatives should have general cost estimates.

MAPS

- ❑ Scale, north arrow, legend
- ❑ All street names - correct and legible
- ❑ Proposed and existing activity location
- ❑ Identify all houses in project area - all applications, not just Housing Applications
- ❑ Show and identify vacant housing units
- ❑ Show and identify commercial buildings/churches

Maps – Identifying Housing Units



Maps



- Include a street address in the target area that can be located on a GPS.

MAPS – CONCENTRATIONS MAPS

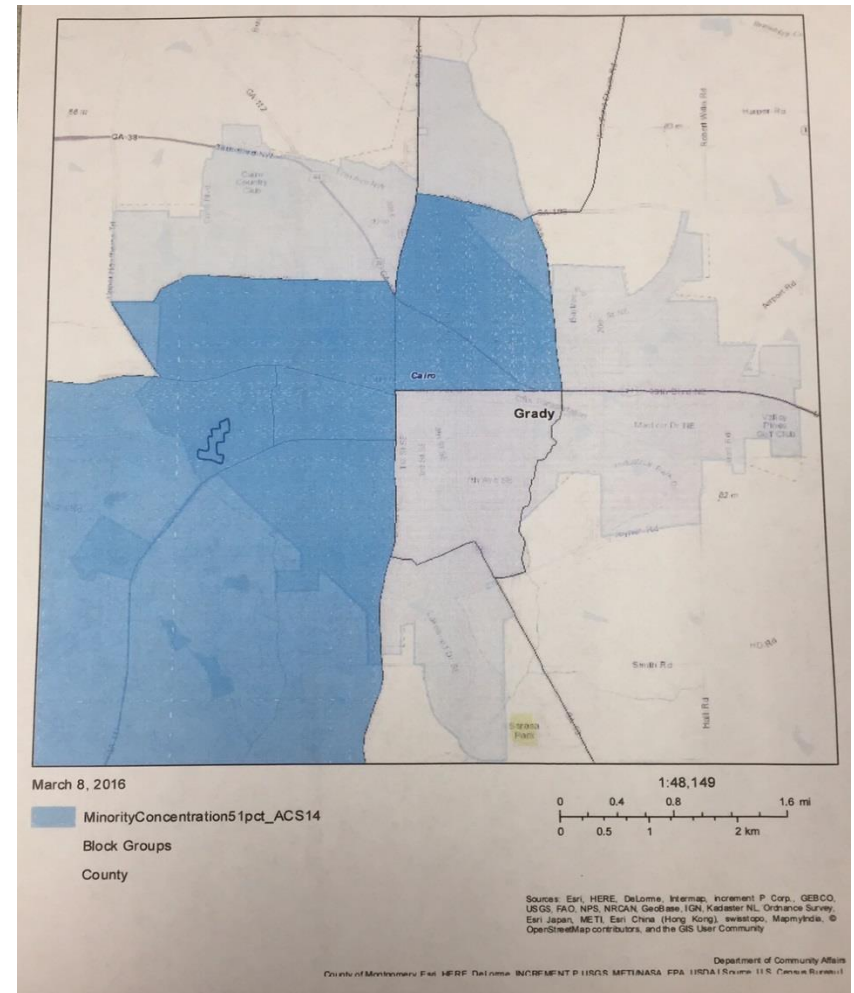
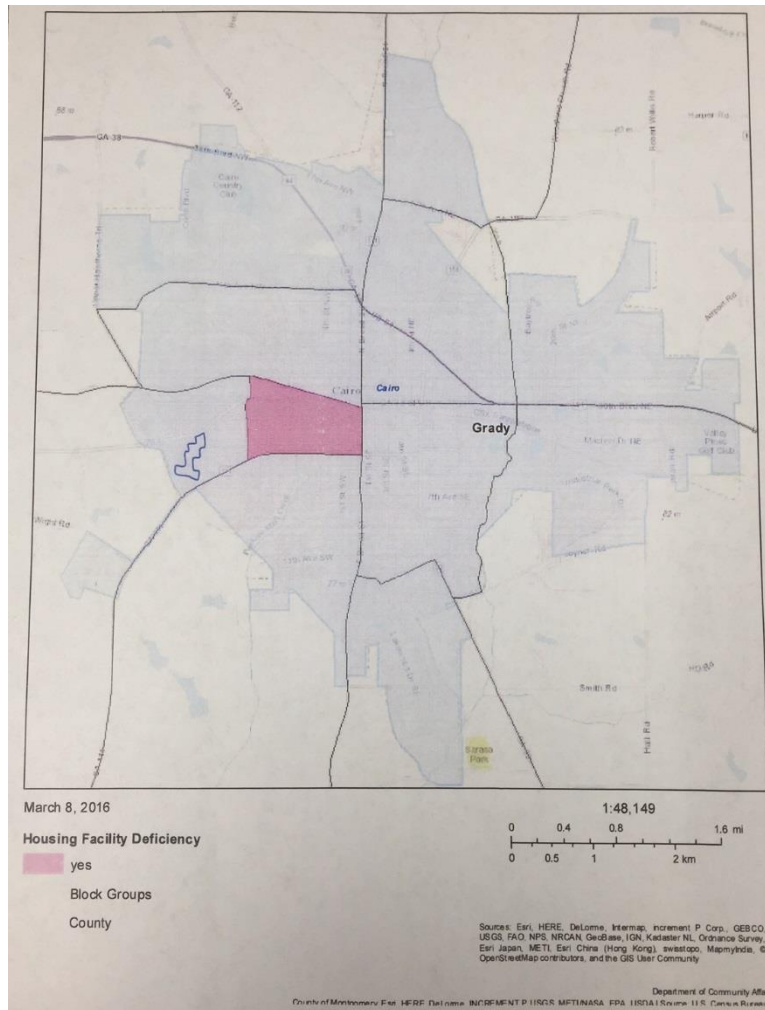
- ❑ Print three separate concentration maps (see below).
- ❑ Maps of entire local government, not just the target area
- ❑ Identify Target Area on the maps.
- ❑ Three different maps for concentrations:
 - ❑ Concentrations of minorities
 - ❑ Concentrations of substandard housing
 - ❑ Concentrations of low-mod persons

MAPS – CONCENTRATION MAPS

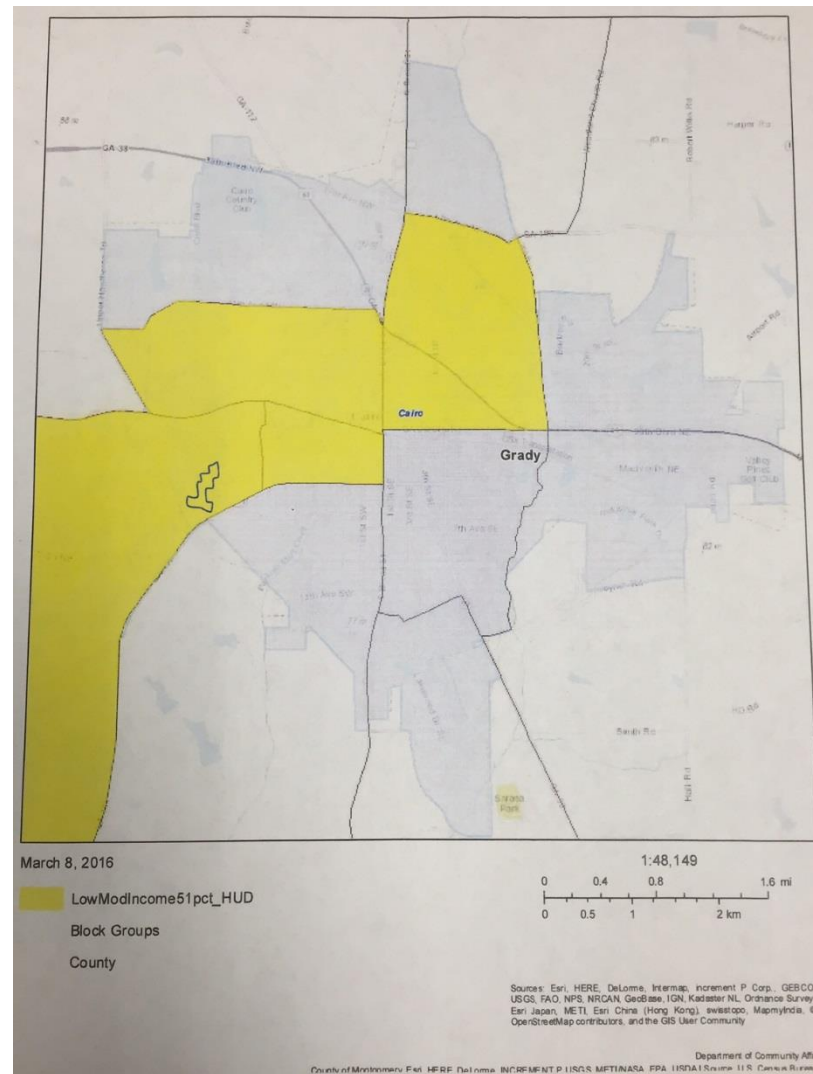


- If there aren't any concentrations for one or more of the three criteria, print the map and add the text "there are no concentrations, the minorities (or low-mod persons or substandard housing) are scattered."

CONCENTRATION MAPS



CONCENTRATION MAPS

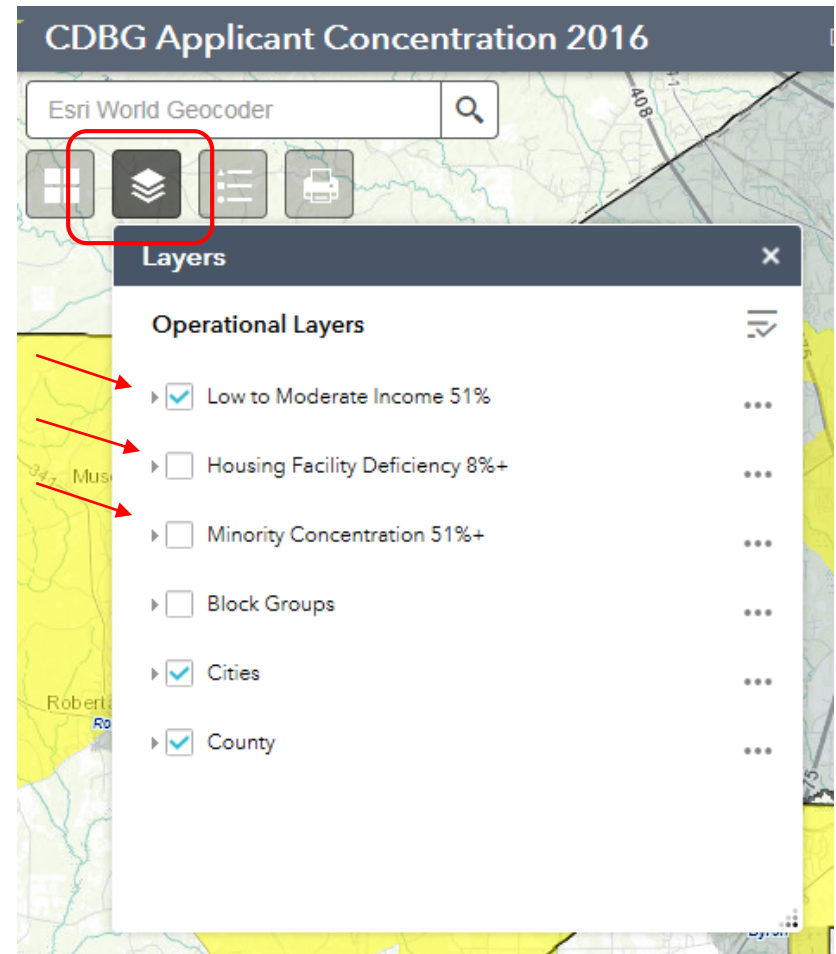


CONCENTRATION MAPS

- Use DCA Mapping Source, Map Atlas
- <http://georgia-dca.maps.arcgis.com/home/index.html>
(DCA Main page, Resources, Maps)
- Most recent data should be available February 1, 2019
- For help, contact Lisa Westin
 - GIS@dca.ga.gov
 - 404-679-3135

CONCENTRATION MAPS – MAP ATLAS

- ❑ Use one of the top 3 Layers at a time, keep Cities & County checked.
- ❑ Print all three different maps even if one doesn't show any concentrations.



Maps – Photo Location

- Location of photos
- Numbered
- Arrows showing direction
- Cover all areas



Appendix A – Threshold, Compliance



- ❑ Civil Rights Compliance
- ❑ SAM Certification
- ❑ Language Access Plan Acknowledgement, Certification
- ❑ Public Hearing Documentation
 - ❑ Include tear sheet as evidence pre-award public hearing has been held; if required in Spanish, include both English and Spanish ads

Appendix A – Threshold, Compliance

- Tribal Consultation Report
- Service Delivery Strategy Forms and Map
 - **YOU MUST INCLUDE a map that shows the Target Area or facility in relation to the Jurisdiction's Service Delivery Strategy, REGARDLESS of PROJECT TYPE.**
- Local Government Compliance Status
- Conflict of Interest Documentation

- 5% or 1,000 people is Threshold; if met, pre-app hearing ad must be in English and other language

American FactFinder - Results

LANGUAGE SPOKEN AT HOME
2012-2016 American Community Survey 5-Year Estimates

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

[illegible]

Mistakes from last year - Buildings

- ❑ Overcrowding is claimed but not documented.
- ❑ The changes that are being made appear to mainly benefitting the staff.
- ❑ DCA-6 states "Income and racial data was provided by the ____ Mental Health facility for all 600 clients." No other supporting documentation, no letter from the Mental Health director, no survey form and no income limits are provided.

Mistakes from last year - Buildings

- ❑ The PAR does not include an existing floor plan.
- ❑ No operation and maintenance letter, just a continued use letter.
- ❑ No third party letters included as documentation.
- ❑ The application suffers from a severe lack of documentation.
- ❑ The problems identified appear to be more of maintenance issues, especially with the exterior of the building.

MISTAKES FROM LAST YEAR – Water, Sewer

- ❑ App. includes letters and narrative describing the problem, but no photos to document the claims - no photos of surging manholes, or surging clean-outs in yards, or in homes.
- ❑ Water quality is reported to be poor, with odor & color, but no photos of water discoloration are included. No photos of stained clothes or fixtures are included.

MISTAKES FROM LAST YEAR – Water, Sewer

- ❑ DCA-8 lists 88 service lines to be connected but the PER only lists 60 clean outs.
- ❑ Dashboard rates appear to be low. It looks like the County could raise rates to help pay for needed improvements.
- ❑ Photos didn't show any backup in homes. No contamination was documented.

MISTAKES FROM LAST YEAR – Water, Sewer

- ❑ App. includes abandoning 5 septic tanks. The PER states the drainage fields are not working properly but there were no photos or letters to document this.
- ❑ The application indicates 3 separate areas. Target area 3 - _____ Road does not meet LMI threshold. All TA's must meet standard.

MISTAKES FROM LAST YEAR – Streets, Drainage

- ❑ Several of the photos, some showing the worst conditions, are outside the target area.
- ❑ The application claims yard, street and home flooding, but has very poor documentation of any real need.
- ❑ The resident letters do not contain addresses, we can't determine where they are.

MISTAKES FROM LAST YEAR – Streets, Drainage




- ❑ Cost per person is the highest, double the average cost per person, and does not document an extremely high need.
- ❑ We don't see significant street flooding and no yard flooding. We don't see any damage to homes.
- ❑ Application proposes \$55,000 in sidewalks with no documented need.

QUESTIONS AT THE WORKSHOP

- ❑ Should “do nothing” be listed as an alternative?
 - ❑ Answer: No, do not list this as an alternative.
- ❑ Is there a certain amount that may be claimed and counted for PER/PAR and app prep?
 - ❑ Yes, DCA will allow up to \$5,000 each for Grant prep and PER/PAR as Leverage, if adequate documentation is included in application.

QUESTIONS AT THE WORKSHOP

- It may be wiser to request a smaller grant and add more local funds for a higher leverage score. For instance, if a project has a total cost of \$800,000, instead of asking for \$750,000 and putting in \$50,000, you may receive more points for requesting \$600,000 and putting in \$150,000.



GOOD LUCK!